

CHAPTER 4

MAKING ADJUSTMENTS

PURPOSE

In this chapter, you will learn how to make cash adjustments using either the **Summary Payment with Negative Draw Adjustment** or the **Book Entry Adjustment** features.

PLEASE NOTE that another adjustment option is available to you. If the amount of your adjustment exceeds what you can offset in a Summary Payment with Negative Draw, or if your organization's policies or procedures preclude you from making Negative Draws, returning funds is another alternative. However, this is NOT an adjustment that you can initiate through the ASAP system. You must have your financial institution return funds to the ASAP system. Funds may be returned via Fedwire or ACH. Please contact your servicing RFC (telephone numbers are on page 6 in Chapter 1 of this guide for further information about returning funds to ASAP).

REASONS FOR ADJUSTMENTS

Adjustments typically occur following the collection of funds, the reconciliation of outlays, the drawing of funds from the wrong account by a Payment Requestor, or any other condition that results in excess cash on hand at the recipient level.

GETTING STARTED

Both the Summary Payment with Negative Draw Adjustment and the Book Entry Adjustment features are accessible through the Payment Request Processing menu. See the Example on the following page.

ACTION:

On the Main Menu, type 1 for Payment Request Processing and press Enter.

SPASAP SPASAP 01/08/1997 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS MAIN MENU SELECTIONS	01/08/1997 HH:MM:SS
 <1> PAYMENT REQUEST PROCESSING <2> INQUIRY MENU <3> ACCOUNT/AUTHORIZATION PROCESSING <4> RETURNED PAYMENT PROCESSING <5> TABLE MAINTENANCE <6> FRB SUPPORT PROCESSING <7> REPORT REQUEST PROCESSING 		
ASAP ID: ORGANIZATION ACCESS CODE: F2=EXIT		ENTER SELECTION NUMBER: 1 PRESS ENTER

RESULT:

The Payment Request Processing menu appears.

SP020A SP020AO 01/08/1997 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS PAYMENT REQUEST PROCESSING	01/08/97 HH:MM:SS
 <1> TEMPLATE PAYMENT REQUEST PROMPT <2> MASTER PAYMENT REQUEST PROMPT <3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT <4> BOOK ENTRY ADJUSTMENT PROMPT <5> PAYMENT CANCELLATION PROMPT 		
F2=EXIT		ENTER SELECTION NUMBER: PRESS ENTER
F5=MAIN		

SECTION 4.1**Summary Payment with Negative Draw Adjustment**

A Summary Payment with a Negative Draw Adjustment is a request for funds which includes a negative draw from one or more accounts and for which the net total of the draw is greater than zero. **The net amount of the adjustment MUST BE greater than zero - it cannot be zero, and it cannot be negative. A negative Draw ALWAYS RESULTS in a payment going to the payment requestor's bank account.** Typically, Negative Draws are used to offset payments for receivable amounts due a Federal Agency. However, Negative Draws may also be used to adjust, return, and redistribute excess cash on hand at the same time as making a funding request.

The Negative Draw feature allows the user to enter negative amounts for one or more accounts on the summary payment request as long as the total amount of the request is positive. However, users cannot increase the available balance of an account to an amount greater than the cumulative authorized amount. Each of the request processes in ASAP (**Master** and **Template**) allows for a Negative Draw when requesting a **summary payment**.

The following Example illustrates how to perform a basic Summary Payment with Negative Draw Adjustment.

EXAMPLE ONE

Using the template created in Chapter 3, we will make a request for funds with a negative draw.

- ▶ One Recipient Organization
- ▶ One Federal Agency
- ▶ One screen of accounts

STEP 1 - ACTION:

After selecting menu option 1 from the Payment Request Processing menu, the Template Payment Request prompt appears. Fill in the prompt screen as shown below and press Enter. Use the template that you created in Chapter 3.

SP025B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP025BO	TEMPLATE PAYMENT REQUEST PROMPT SCREEN	HH:MM:SS
01/08/1997 T		
REQUESTOR ID: 0101234		
TEMPLATE NAME: FEDDRAW		
TYPE OF PAYMENT: S (I OR S)		
SETTLEMENT DATE: 01/ 09 / 1997		
REQUESTOR REFERENCE NUMBER: TRAINING		
F4=MENU F5=MAIN		

STEP 1 - RESULT:

The following screen appears with all accounts on the template.

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP030FO	SUMMARY PAYMENT REQUEST TEMPLATE ENTRY SCREEN	HH:MM:SS
01/08/1997 T		
REQUESTOR ID: 0101234	PAGE 1 OF 1	
TEMPLATE NAME: FEDDRAW	TYPE OF PAYMENT: S	
SETTLEMENT DATE: 01/09/1997	REQUESTOR REFERENCE NUM: TRAINING	
RECIPIENT ID: 0101111	TOTAL AMOUNT REQUESTED:	
AGENCY LOCATION CODE/REGION: 11000001/	CASH ON HAND:	
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AVAILABLE BALANCE	AMOUNT REQUESTED ITM #
F1R10001	\$497,000.00	
F1R10002	\$367,000.00	
F1R10003	\$492,000.00	
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		

STEP 2 - ACTION:

Enter the TOTAL AMOUNT REQUESTED, which is the net total of the summary payment (positive draws minus negative draws). Enter the AMOUNT REQUESTED from each desired

account. Enter a minus (-) sign in front of the negative draw amount. Type a V in the ACTION field and press Enter to validate the page.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030FO         SUMMARY PAYMENT REQUEST TEMPLATE ENTRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW                      TYPE OF PAYMENT: S
SETTLEMENT DATE: 01/09/1997                REQUESTOR REFERENCE NUM: TRAINING
RECIPIENT ID: 0101111                    TOTAL AMOUNT REQUESTED: 30000
AGENCY LOCATION CODE/REGION: 11000001/    CASH ON HAND:
ASAP SEQUENCE NUMBER:
    ACCOUNT ID          AVAILABLE BALANCE          AMOUNT REQUESTED    ITM  #
F1R10001                $497,000.00
F1R10002                $367,000.00      -10000
F1R10003                $492,000.00      40000

ACTION: V  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

STEP 2 - RESULT:

The system validates your entries and formats all dollar amounts. Note: The pre-request available balances have not changed.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030FO         SUMMARY PAYMENT REQUEST TEMPLATE ENTRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW                      TYPE OF PAYMENT: S
SETTLEMENT DATE: 01/09/1997                REQUESTOR REFERENCE NUM: TRAINING
RECIPIENT ID: 0101111                    TOTAL AMOUNT REQUESTED: $30,000.00
AGENCY LOCATION CODE/REGION: 11000001/    CASH ON HAND:
ASAP SEQUENCE NUMBER:
    ACCOUNT ID          AVAILABLE BALANCE          AMOUNT REQUESTED    ITM  #
F1R10001                $497,000.00
F1R10002                $367,000.00      $10,000.00-
F1R10003                $492,000.00      $40,000.00

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

I0035  CURRENT SCREEN SUCCESSFULLY VALIDATED.  NO ERRORS FOUND.

```

STEP 3 - ACTION:

Type a P in the ACTION field and press Enter to post your request.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030FO         SUMMARY PAYMENT REQUEST TEMPLATE ENTRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW                      TYPE OF PAYMENT: S
SETTLEMENT DATE: 01/09/1997                REQUESTOR REFERENCE NUM: TRAINING
RECIPIENT ID: 0101111                    TOTAL AMOUNT REQUESTED: $30,000.00
AGENCY LOCATION CODE/REGION: 11000001/    CASH ON HAND:
ASAP SEQUENCE NUMBER:
ACCOUNT ID      AVAILABLE BALANCE      AMOUNT REQUESTED      ITM  #
F1R10001        $497,000.00
F1R10002        $367,000.00          $10,000.00-
F1R10003        $492,000.00          $40,000.00

ACTION: P  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

I0035  CURRENT SCREEN SUCCESSFULLY VALIDATED.  NO ERRORS FOUND.

```

STEP 3 - RESULT:

The system re-edits and posts your entries. The screen displays the updated available balances which now reflect the draws. The system also assigns an ASAP SEQUENCE NUMBER to the summary payment and ITEM NUMBERS to each component request. Note: The available balance for account F1R10002 increases, because of the posted negative draw.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030FO         SUMMARY PAYMENT REQUEST TEMPLATE ENTRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      SUMMARY POSTED          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW                      TYPE OF PAYMENT: S
SETTLEMENT DATE: 01/09/1997                REQUESTOR REFERENCE NUM: TRAINING
RECIPIENT ID: 0101111                    TOTAL AMOUNT REQUESTED: $30,000.00
AGENCY LOCATION CODE/REGION: 11000001/    CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QM2D5V 000001 0900363
ACCOUNT ID      AVAILABLE BALANCE      AMOUNT REQUESTED      ITM  #
F1R10001        $497,000.00
F1R10002        $377,000.00          $10,000.00-      01
F1R10003        $452,000.00          $40,000.00      02

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN                      F11=NWTP
I0043  SUMMARY PAYMENT REQUESTED POSTED SUCCESSFULLY.

```

STEP 4 - ACTION:

Press F4=Menu to return to the Payment Request Processing Menu.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030FO         SUMMARY PAYMENT REQUEST TEMPLATE ENTRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          TYPE OF PAYMENT: S
SETTLEMENT DATE: 01/09/1997          REQUESTOR REFERENCE NUM: TRAINING
RECIPIENT ID: 0101111          TOTAL AMOUNT REQUESTED: $30,000.00
AGENCY LOCATION CODE/REGION: 11000001/          CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QM2D5V 000001 0900363
  ACCOUNT ID          AVAILABLE BALANCE          AMOUNT REQUESTED          ITM #
  F1R10001          $497,000.00
  F1R10002          $377,000.00          $10,000.00-          01
  F1R10003          $452,000.00          $40,000.00          02

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN          F11=NWTP
I0043 SUMMARY PAYMENT REQUESTED POSTED SUCCESSFULLY.

```

STEP 4 - RESULT:

The Payment Request Processing Menu appears.

```

SP020A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP020AO         PAYMENT REQUEST PROCESSING          HH:MM:SS
01/08/1997 T

<1>  TEMPLATE PAYMENT REQUEST PROMPT
<2>  MASTER PAYMENT REQUEST PROMPT
<3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
<4>  BOOK ENTRY ADJUSTMENT PROMPT
<5>  PAYMENT CANCELLATION PROMPT

                                ENTER SELECTION NUMBER:
                                PRESS ENTER

F2=EXIT          F5=MAIN

```

SECTION 4.2

BOOK ENTRY ADJUSTMENTS

The Book Entry Adjustment feature allows Payment Requestors to adjust cash on hand balances between ASAP Accounts that share the same Agency Location Code/Region **without making a funding request**. It works like a journal entry in a general ledger, using debits and credits to individual accounts to reflect adjustments. Characteristically, Book Entry Adjustments are made to adjust account balances, adjust excess cash on hand, or to correct a draw made from a wrong account.

Book Entry Adjustments may be entered for any accounts associated with a single Agency Location Code/Region. Procedurally, however, you must follow guidelines from the granting Federal Agency when making Book Entry Adjustments between ASAP accounts.

Book Entry Adjustments NEVER result in a payment requestor's bank account, and all debits must equal credits (the net effect of a book entry's adjustment is always zero).

In addition, the Book Entry feature precludes users from increasing the available balance of an ASAP Account to an amount greater than the cumulative authorized amount for that account.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this feature:

- ▶ **Adjustment Reference Number** - an optional identifier from 1 to 15 characters which may be assigned to the book entry adjustment.
- ▶ **Adjustment Reason** - an optional description of the adjustment entered by the user of up to 3 lines of 50 characters each.
- ▶ **ASAP Sequence Number** - an identifier assigned by the ASAP system when a book entry adjustment is posted. It consists of the following:
 - Date** - the date the transaction was posted.
 - Terminal ID** - the ASAP terminal (PC connection) from which the adjustment was made.
 - Sequence #** - a sequential number used to identify the session during which the adjustment was made on a given terminal and date.
- ▶ **Debit Amount** - the amount of money moved **out** of an ASAP Account.
- ▶ **Credit Amount** - the amount of money moved **into** an ASAP Account.
- ▶ **ITM** - sequential numbers assigned by the system to each line item within an adjustment when the adjustment is posted.

The following Example illustrates how to use the Book Entry Adjustment feature in ASAP. To get to the starting point for the Example, follow the steps below:

ACTION:

Select item 4 from the Payment Request Processing Menu and press Enter.

1

1

1

1

1

1

- ▶ One Recipient
- ▶ One Federal Agency
- ▶ Multiple Accounts

STEP 1- ACTION:

Fill in the prompt screen as shown below and press Enter.

SP047A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP047A0	BOOK ENTRY ADJUSTMENT PROMPT	HH:MM:SS
01/08/1997 T		
REQUESTOR ID: 0101234		
ADJUSTMENT REFERENCE NUMBER:		
AGENCY LOCATION CODE/REGION: 11000001/		
RECIPIENT ID: 0101111		

ADJUSTMENT REASON:	Drew from wrong account	

F4=MENU F5=MAIN		

STEP 1 - RESULT:

The following screen appears with the Account IDs and available balances for the Federal Agency -Recipient Organization combination specified on the prompt..

SP048A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP048A0	BOOK ENTRY ADJUSTMENT PROCESSING	HH:MM:SS
01/08/1997 T		
REQUESTOR ID: 0101234	PAGE	1 OF 2
ADJUSTMENT REFERENCE NUM:		
AGENCY LOCATION CODE/REGION: 11000001/	DEBIT TOTAL:	\$0.00
RECIPIENT ID: 0101111	CREDIT TOTAL:	\$0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT		
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	DEBIT AMOUNT	CREDIT AMOUNT
F1R10001		AVAILABLE BALANCE
F1R10002		ITM
F1R10003		\$497,000.00
F1R10004		\$377,000.00
F1R10005		\$452,000.00
F1R10006		\$270,000.00
F1R10007		\$450,000.00
F1R10008		\$500,000.00
F1R10009		\$498,000.00
F1R10010		\$500,000.00
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F10=RO		

STEP 2 - ACTION:

From the desired account, enter a Debit Amount for an account balance to be decreased, and a Credit amount for an account balance to be increased. **Note:** total credits must equal total debits. Enter the letter P in the Action field and press Enter.

SP048A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		01/08/97
SP048A0	BOOK ENTRY ADJUSTMENT PROCESSING		HH:MM:SS
01/08/1997 T			
REQUESTOR ID: 0101234	PAGE		1 OF 2
ADJUSTMENT REFERENCE NUM:			
AGENCY LOCATION CODE/REGION: 11000001/	DEBIT TOTAL:	\$0.00	
RECIPIENT ID: 0101111	CREDIT TOTAL:	\$0.00	
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT			
ASAP SEQUENCE NUMBER:			
ACCOUNT ID	DEBIT AMOUNT	CREDIT AMOUNT	AVAILABLE BALANCE ITM
F1R10001	50000		\$497,000.00
F1R10002		50000	\$377,000.00
F1R10003			\$452,000.00
F1R10004			\$270,000.00
F1R10005			\$450,000.00
F1R10006			\$500,000.00
F1R10007			\$498,000.00
F1R10008			\$500,000.00
F1R10009			\$497,000.00
F1R10010			\$500,000.00
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F10=RO			

STEP 2 - RESULT:

The system posts the entry. The available balances are adjusted accordingly.

SP048A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		01/08/97
SP048A0	BOOK ENTRY ADJUSTMENT PROCESSING		HH:MM:SS
01/08/1997 T			
REQUESTOR ID: 0101234	ADJUSTMENT POSTED		PAGE 1 OF 2
ADJUSTMENT REFERENCE NUM:			
AGENCY LOCATION CODE/REGION: 11000001/	DEBIT TOTAL:	\$50,000.00	
RECIPIENT ID: 0101111	CREDIT TOTAL:	\$50,000.00	
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT			
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000003			
ACCOUNT ID	DEBIT AMOUNT	CREDIT AMOUNT	AVAILABLE BALANCE ITM
F1R10001	\$50,000.00		\$447,000.00 01
F1R10002		\$50,000.00	\$427,000.00 02
F1R10003			\$452,000.00
F1R10004			\$270,000.00
F1R10005			\$450,000.00
F1R10006			\$500,000.00
F1R10007			\$498,000.00
F1R10008			\$500,000.00
F1R10009			\$497,000.00
F1R10010			\$500,000.00
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F3=PRMT F4=MENU F5=MAIN			
I0066 BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.			

STEP 3 - ACTION:

Press F5=MAIN to return to the Main Menu.

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP048A0          BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          ADJUSTMENT POSTED          PAGE          1 OF 2
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/          DEBIT TOTAL:          $50,000.00
RECIPIENT ID: 0101111          CREDIT TOTAL:          $50,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000003
ACCOUNT ID          DEBIT AMOUNT          CREDIT AMOUNT          AVAILABLE BALANCE ITM
F1R10001          $50,000.00          $447,000.00          01
F1R10002          $50,000.00          $427,000.00          02
F1R10003          $452,000.00
F1R10004          $270,000.00
F1R10005          $450,000.00
F1R10006          $500,000.00
F1R10007          $498,000.00
F1R10008          $500,000.00
F1R10009          $497,000.00
F1R10010          $500,000.00

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                F3=PRMT F4=MENU F5=MAIN

I0066          BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.

```

STEP 3 - RESULT:

The Main Menu appears.

```

SPASAP          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/1997
SPASAP          MAIN MENU SELECTIONS                                HH:MM:SS
01/08/1997 T

<1>  PAYMENT REQUEST PROCESSING
<2>  INQUIRY MENU
<3>  ACCOUNT/AUTHORIZATION PROCESSING
<4>  RETURNED PAYMENT PROCESSING
<5>  TABLE MAINTENANCE
<6>  FRB SUPPORT PROCESSING
<7>  REPORT REQUEST PROCESSING

          ASP ID:          ENTER SELECTION NUMBER:
ORGANIZATION ACCESS CODE:          PRESS ENTER

F2=EXIT

```